



Policy: 3050
Procedure: 3050.03
Chapter: Safe and Healthy Environment
Rule: Health Sharps/Instruments Accountability

Effective: 7/30/08
Replaces: N/A
Dated: N/A

Purpose:

Arizona Department of Juvenile Corrections (ADJC) Health Services Division ensures the security and accountability of all sharps/instruments (sharps include syringes and needles) that could be potentially used as a weapon or for illicit purposes.

Rules:

1. **HEALTH SERVICES EMPLOYEES** shall:
 - a. Use appropriate security measures for controlling access to tools and instruments at all times;
 - b. Maintain medical equipment, hand-held instruments, needles, syringes, and disposable sets in a secure area;
 - c. Store reserve stock in bulk containers that shall be sealed and labeled with the total number of items contained.
 - i. Do not open these containers for routine counting; rather record the number on the container label when counting;
 - ii. Should the container seal be broken, account for all items and reseal the container.
 - d. Note additions, issues of equipment, and depletions of stock on the disposition form.
2. The **MEDICAL DIRECTOR** shall designate medical and dental clinics as separate units for the purposes of tool inventory:
 - a. **MEDICAL EMPLOYEES** shall count tools in the medical clinic areas; and
 - b. **DENTAL EMPLOYEES** shall count tools in the dental area.
3. **MEDICAL/DENTAL PERSONNEL SHALL** maintain Forms 3050.03A Medical Tool/Equipment/Sharps Accountability List, 3050.03B8X14 Monthly Sharps/Instruments Running Inventory (medical), 3050.03C Dental Sharps/Instrument Inventory, and 3050.03D Dental Unit-Daily Sharps Inventory (dental) for all instruments, devices, and hand-held tools used in providing services for their assigned area of responsibility. The **ASSIGNED PERSONNEL** shall:
 - a. Use the manufacturer's serial number to identify dental hand pieces and other medical items;
 - b. Count any set of multiple tools/instruments as one item on the Running Tool Inventory and post an individual items inventory for reference where stored;
 - c. Remove any tool out for repair from the Running Tool Inventory;
 - d. Provide a copy of the 3050.03B8X14 Monthly Sharps/Instruments Running Inventory (medical) to the Medical Director and Ranking Facility Security Supervisor on the 5th business day of each month; and
 - e. Store needles, syringes, laboratory needles, and instrument sets (disposable and non-disposable) in a manner that allows for a morning and evening shift count in all Health Services Units.
4. The **CORRECTIONAL REGISTERED NURSE SUPERVISOR** shall:
 - a. Ensure a minimum of two employees, one of them being a health services employee, conduct inventories on all three shifts;

Procedure No. 3050.03 Health Sharps/Instruments Accountability
Page 2 of 3

- b. Ensure employees:
 - i. Complete the following documentation monthly or more often as required:
 - (1) Form 3050.03A Tool Disposition Forms;
 - (2) Form 3050.03B8X14 Monthly Sharps/Instruments Running Inventory.
 - ii. Store tools and instruments in sterile, sealed packets with dates clearly written on the packet; and
 - iii. Inspect sealed packets daily and note the results on the appropriate inventory sheet.
- c. Ensure the appropriate number of needles, syringes, laboratory needles, and disposable/non-disposable instrument sets needed for proper unit operation are stored in secure facility health units.

5. **QUALIFIED HEALTH CARE PROFESSIONAL** shall:

- a. Subtract needles, syringes, and other disposable instruments from the Health Unit Form 3050.03B Running Tool Inventory following use;
- b. Secure used disposable syringes, needles, and instruments that are ready to be destroyed as infectious in containers approved by Occupational Safety and Health Administration (OSHA).

6. The **CORRECTIONAL REGISTERED NURSE SUPERVISOR** shall:

- a. Ensure disposal sharps containers are mounted with the top edge being at approximately 4.5' in all treatment and medication rooms;
- b. Ensure health employees use portable disposal containers when outside of the medical unit as needed; and
- c. Ensure health employees secure portable disposal containers in a locked cabinet out of the view of the juveniles when not in use.

7. The **ASSIGNED DENTAL EMPLOYEE** shall:

- a. Ensure a minimum of two employees, one of them being at a minimum a dental services employee, conduct inventories beginning and end of shift when on site;
- b. Ensure employees:
 - i. Complete the following documentation monthly or more often as required:
 - (1) Form 3050.03C Dental Sharps/Instrument Inventory;
 - (2) Form 3050.03D Dental Unit-Daily Sharps Inventory.
 - ii. Store tools and instruments in sterile, sealed packets with dates clearly written on the packet; and
 - iii. Inspect sealed packets each work day and note the results on the appropriate inventory sheet;
- c. Ensure all dental equipment is securely stored in locked cabinets.

8. **Lost/ Missing Tools, Sharps, or Dangerous Objects:**

- a. **ANY INDIVIDUAL** who discovers that a tool, sharp, or dangerous object is lost or missing shall:
 - i. Immediately report the loss to the Security Officer in Charge (OIC); and
 - ii. Complete an Incident Report which includes:
 - (1) Identification of the item missing;
 - (2) Time the item was discovered missing;
 - (3) Circumstances surrounding the disappearance;
 - (4) All measures taken to investigate and search for the tool, sharp, or dangerous item.
 - iii. The **OIC** shall immediately:
 - (1) Verify the reported tool, sharp, or dangerous object is in fact missing; and
 - (2) Notify the Superintendent regarding the missing item and surrounding circumstances as indicated above.

Procedure No. 3050.03 Health Sharps/Instruments Accountability
Page 3 of 3

- iv. The **SUPERINTENDENT** shall:
- (1) Based upon the information received from the OIC, work through his/her chain of supervision to determine appropriate additional measures to be taken to include a full institutional search and assignment of additional resources from other agency areas.

Signature Date

7/30/2008

Approved by Process Owner

Kellie M. Warren

Kellie M. Warren, Psy.D., Deputy Director

Effective Date

7/30/08

Approved by

Michael D. Branham

Michael D. Branham, Director